

C-O-N-F-I-D-E-N-T-I-A-L

File: Rec Mgt 4-4
Destruction of Records

Attachment

16 May 1960

MEMORANDUM FOR: Assistant Director for Central Reference

ATTENTION :

SUBJECT :

Destruction of Classified Intelligence Reports

REFERENCE :

Memorandum dated 17 March 1960 from Director of Security to OCR; Attention Mr. Covell; subject: Logging of Classified Intelligence Reports

1. Reference is made to a conversation between [redacted] of this Office [redacted] of OCR on 27 April 1960, in which [redacted] inquired if there is a requirement for logging the destruction of intelligence reports received from OCR when there is no requirement for logging their receipt.

2. Paragraph H (3) of CIA Regulation [redacted] requires that the destruction of Secret and Confidential documents not registered will be recorded in the appropriate log.

3. For Secret and Confidential intelligence reports received through OCR as a central facility, the approved Records Disposition Guides or Schedules of an office listing such materials for destruction may serve as a log and accountability record to reflect destruction of such materials on a continuing basis and within the minimum "destruction" requirements of Executive Order 10501. Therefore, it will not be necessary for the recipients of the above intelligence reports from OCR to make individual accountability entries for destruction of each document received provided such series of documents are included in approved Records Disposition Guides or Schedules of receiving offices.

4. This in no way negates the maintenance of accountability records which may be otherwise desired or required for specific documents. Those falling in the latter category are (1) "TOP SECRET" documents, (2) registered documents, (3) those controlled by special security systems, and (4) documents containing "restricted data".

(Sgd.)
Sheffield Edwards
Director of Security